

TITLE 515 PROFESSIONAL STANDARDS BOARD

LSA Document #02-80 (F)

DIGEST

Adds 515 IAC to establish the process whereby a person obtains a substitute teacher's permit and the process whereby a school district employs a substitute teacher. Effective 30 days after filing with the secretary of state.

515 IAC 5

SECTION 1. 515 IAC 5 IS ADDED TO READ AS FOLLOWS:

Rule 5. Substitute Permits

IAC 5-1-1 Permits

Authority: IC 20-1-1.4-7

Affected: IC 20-1-1-6.5; IC 20-6.1-1-8; IC 20-6.1-3; IC 20-6.1-4

Sec. 1 (a) A substitute permit is a renewable three (3) year permit issued to a teacher upon application from the Indiana school district superintendent as defined by the Indiana school district substitute plan.

(b) The term "substitute teacher" shall mean a teacher, as defined in IC 20-6.1-1-8, who works in the public schools of Indiana and holds a substitute permit issued by the board. (*Professional Standards Board; 515 IAC 5-1-1*)

515 IAC 5-1-2 Application

Authority: IC 20-1-1.4-7

Affected: IC 20-1-16.6; IC 20-6.1-1-8; IC 20-6.1-3; IC 20-6.1-4

Sec. 2 (a) An application for a substitute permit must contain the following:

(1) A completed application form approved by the board, including the signature of the superintendent or designee.

(2) A limited criminal history check from the Indiana state police, dated no earlier than one (1) year prior to the date the application is received by the board.

(3) A nonrefundable fee in the form of a cashier's check, certified check or money order in the amount required under 515 IAC 1-2-19, or by electronic payment if the board accepts fees electronically.

(b) An incomplete application may be returned. A new fee may be required as a result of submitting an incomplete application. The applicant and the school district are responsible for any delays in licensing processing caused by the submission of an incomplete application. (*Professional Standards Board; 515 IAC 4-5-2*)

515 IAC 5-1-3 Substitute Plan

Authority: IC 20-1-1.4-7

Affected: IC 20-1-1-6.5; IC 20-6.1-8; IC 20-6.1-3; IC 20-6.1-4

Sec. 3. (a) A school district substitute plan must contain the following:

- (1) A school district's requirements for a substitute permit.**
- (2) The minimum of a high school diploma earned from an accredited school;**
- (3) A plan for reciprocity with other Indiana school districts, if applicable.**
- (4) Training and mentoring procedures for first-year substitute teachers.**
- (5) Any additional documentation, as may be required by the board.**

(b) A school district must have a current substitute plan on file with the Indiana Professional Standards Board by June 1, 2002. The school district must submit any changes to the plan 30 days prior to implementation of those changes. (*Professional Standards Board; 515 IAC 5-1-3*)

515 IAC 5-1-4 Substitute teacher

Authority: IC 20-1-1.4-7

Affected: IC 20-1-1-6.5; IC 20-6.1-1-8; IC 20-6.1-3; IC 20-6.1-4

Sec. 4. (a) School districts shall not employ persons holding a substitute permit when licensed teachers are available.

(b) Any person who holds a valid Indiana professional, provisional, standard, initial practitioner, proficient practitioner, accomplished practitioner, reciprocal, limited, or emergency permit may serve as a substitute teacher.

(c) Any person who holds a valid Indiana professional, provisional, standard, initial practitioner, proficient practitioner, accomplished practitioner, reciprocal, limited, or emergency permit and who serves as an occasional substitute teacher, shall be compensated on the regular pay schedule for substitutes of that school district.

(d) Any person who holds a valid Indiana professional, provisional, standard, initial practitioner, proficient practitioner, accomplished practitioner, reciprocal, limited, or emergency permit who serves as a substitute teacher in the same teaching position for more than fifteen (15) consecutive days shall be compensated on the regular pay schedule for teachers of that school district.

(e) A person may not serve as a substitute teacher without a valid permit issued under the authority of the Indiana Professional Standards Board unless he or she meets the criteria of subsection (b).

(f) Substitute teaching experience shall not count as regular teaching experience to be used toward converting a standard Indiana teaching license to a professional license or an initial practitioner license to a professional practitioner license, waiving the proficiency test, or waiving the beginning teacher internship or assessment program.

(g) A substitute permit may be renewed upon application for three (3) years.

(h) If a school district fails to submit a substitute plan, substitute teachers for that district will be subject to the requirements of IC 20-1-1.4-7 and 515 IAC 1-2-17.

(i) The substitute permit is valid only for the requesting school district, unless the school district has a reciprocity plan with another district as described in section 3 of this rule. (*Professional Standards Board; 515 IAC 5-1-4*)

ADOPTION OF RULE BY BOARD

In accordance with the Indiana Professional Standards Board's statutory authority, the above rule text was adopted on September 18, 2002 during a regular meeting of the board at which a quorum was present. The vote approving the rule was ____ for and ____ against. All differences between the rule as adopted and the proposed rule published in the Indiana Register are set forth in an accompanying memorandum of revisions.

Roy Weaver, Chairman
Indiana Professional Standards Board

Date

ATTEST:

Marie Theobald, Executive Director
Indiana Professional Standards Board

Date

APPROVED AS TO LEGALITY:

Steve Carter,
Indiana Attorney General

Date

Frank O'Bannon,
Governor of the State of Indiana

Date

ACCEPTED FOR FILING:

Sue Ann Gilroy,
Indiana Secretary of State

Date